

Centers for Disease Control and Prevention  
Centers for Public Health Preparedness (CPHP) Program

**2004-2005 CPHP Exemplar Group Charter**  
**Occupational Safety and Worker Preparedness**

**PURPOSE**

The purpose of the Centers for Public Health Preparedness (CPHP) Occupational Safety and Worker Preparedness Exemplar Group (OSWEP) is to identify core competencies for worker training related to preparedness, and to identify training materials or programs available to the Centers for Public Health Preparedness related to those competencies.

The OSWEP will prepare a paper that describes or summarizes these competencies and the availability of training materials or programs. The OSWEP will further identify any potential challenges or opportunities related to the dissemination and adoption of both these competencies and the training programs and materials.

**MEMBERSHIP**

***General Membership***

The membership of the Occupational Safety and Worker Preparedness Exemplar Group is comprised of subject matter experts and other designated representatives the CPHP network, CDC and ASPH. These members are responsible for disseminating information from workgroup session to others within their Centers and include:

David Blodgett	Johns Hopkins University	
Charles (Gene) Feigley	University of South Carolina	cfeigley@sc.edu
George Friedman-Jimenez	New York University	
Robyn Gershon	Columbia University	
Michael Gochfeld	University of Medicine and Dentistry of New Jersey	gochfeld@eohsi.rutgers.edu
Clifford Mitchell	Johns Hopkins University	
Tyler Pendleton	University of Findlay	
Peter Raynor	University of Minnesota	
Kevin Smith	University of Findlay	
Diane Zerbe	Johns Hopkins University	

***Leadership***

As determined by the membership of the exemplar group, the following members will serve as the primary points of contact and leadership for the exemplar group.

- Gene Feigley, University of South Carolina
- Michael Gochfeld, University of Medicine and Dentistry of New Jersey

The exemplar group leadership members will be responsible for writing the group's charter, including a work plan and timeline, and maintaining communication among the Group and with CDC. The Group leaders will facilitate meetings and conference calls, and keep the Group on task. The leadership will act as the primary point of contact for the CDC Subject Matter Expert Liaisons and ASPH Coordinator.

***Expert Liaisons and ASPH Coordinator***

CDC subject matter liaisons for the Group are:

Max Kiefer  
Adelisa Panlilio  
Jennifer Hornsby-Myers

The ASPH coordinator is:

Rachel Shnekendorf	rshnekendorf@asph.org
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**STANDARD OPERATING PROCEDURES**

***Communications and Agenda***

- Meetings/conference calls will be biweekly, every other Friday from 1:30 PM – 2:30 PM EST. The ASPH coordinator will be responsible for distributing conference call information and materials. The conference call schedule in the immediate future is as follows:
  - May 26
  - June 10
  - June 24
  - July 11 or 12 in-person
- The exemplar group leadership may meet more frequently via conference call based on project needs. ASPH will be responsible for supporting the calls.
- In-person meeting may be added as required
- ASPH will support Intranet and workgroup functions to facilitate the sharing of written communication among group members. Group members will be responsible for posting materials to the exemplar group site at [www.asph.org/acphp/only.cfm](http://www.asph.org/acphp/only.cfm).

***Voting***

- The exemplar group will endeavor to develop a consensus on the workplan and the contents of the toolkit. When consensus cannot be achieved, a vote will be used to resolve any differences of opinions. Votes will be decided by a simple majority of those attending a meeting or on a conference call, or of the entire committee for e-mail voting. The ASPH program coordinator will facilitate voting.

**KEY ACTIVITIES**

***Assessing Network Resources – Compiling Inventory***

- Identify all educational/informational resources related to occupational safety and worker preparedness within the CPHP network. First, identify materials that are currently catalogued in the ASPH resource directory
- Query institutions to identify materials not currently inventoried.

### ***Proposal for Toolkit***

- The Exemplar Group will develop a format for presenting the critical features of each resource.
- The toolkit will contain a paper describing and comparing resources. This document will identify any gaps or inconsistencies in these materials which should be addressed to enhance the use of these resources in worker preparedness training.

### ***Timeline***

<b>Exemplar Group Activity</b>	<b>Planned Due Date</b>
Finalize Charter/Workplan.	May 26
Identify all CPHP-related materials in the ASPH Resource Center and CDC query	May 26
Group members finalize worker and competency charts, ASPH will email Centers announcing future contact by group to ask for data on resources, ASPH will provide group members with contact info for each Center not represented by the group.	June 2
Query all Centers for additional info on resources and find resources not yet submitted to the ASPH Resource Center, by phone interview. Members will also report info on their Centers.	June 16
Conference Call	June 30
Finalize inventory of resources and additional resource data. Outline toolkit/white paper, discuss gaps/recommendations, and assignments.	July 11 or 12 (In-person Mtg) or in Atlanta the following week
Finish draft paper for toolkit Review comments to draft. Highlight gaps/plan for drafting of final document.	July 30
Finalize toolkit	August 15